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| Meeting minutes | | | | |
| Date | 11 Nov. 2020 | Time | 13：00-14：00 | |
| Place | PB | Recorder | Yiyang Li | |
| Type of meeting | Informal meeting | | | |
| Attendance | All members | | | |
| Absent（reason） | No | | | |
| Late（reason） | No | | | |
| Meeting Agenda | | | | |
| Agenda  1. Check the CURRENT work in the past week  2. Reassign members  3. Plan the future task  4. Other issues discussion | | | | |
| Meeting minutes | | | | |
| 1. Mentioned in lecture  Agile Plan (details of implementation)  2. Task assignment: Interim report （2020-11-17）  System Design --- Haonan Chen  Prototype --- Hudie Liu  Description & Background & Time plan --- Yiyang Li  Technical support --- Xiaotian Xia, Rongjiang Yang  3. Problem collecting  4. Group contribution tools  - Tower  5. Task distribution  UI --- Rongjiang yang  Equipment connection --- ...  Algorithm --- Xiaotian Xia, Hudie Liu  Report generating --- Haonan Chen, Yiyang Li  6. Tomorrow meeting deadline (2020-11-12)  Prototype --- Hudie Liu  Plan --- Yiyang Li  Initial system design --- Yiyang Li  Gantt --- Yiyang Li | | | | |
| To do Items | | | | |
| Task | | | | deadline |
| Ask Questions in workshop | | | | 5/11/2020 |
| Finish the project report | | | | 9/11/2020 |
| Schedule the future | | | | 9/11/2020 |
| Make the decision of implementation | | | | 9/11/2020 |
| Learn the corresponding tech. | | | | Long-term |
| Rewrite the recording file | | | | 8/11/2020 |